
Board of Selectmen
Special Meeting Minutes of January 9, 2015

I. Call to Order

Chairman Kowalski called the Special Meeting of the Board of Selectmen to order at 7:30 A.M. in the Board of Selectmen's Conference Room in the Town Offices. Present from the Board of Selectmen: Brian Major-Y, Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski, Human Resources Director Candace Hall, and Town Counsel Tom Urbelis. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

Chairman Kowalski led the meeting in a moment of silence followed by the Pledge of Allegiance.

III. Town Manager Search Process

In light of this week's announcement by the Town Manager to retire on June 30, 2015, the Board of Selectmen met to discuss Town Manager Search Process with the Town Manager, Human Resources Director, and Town Counsel.

Candice Hall provided a binder of materials for each member of the Board to review to help guide them through the recruitment process. It is important the Board understands the whole process in order to make decisions in a timely fashion.

The first decision is to choose a recruitment company to oversee the search process. There are 3-4 major consultants that exceed in the area of municipal hires all with different approaches. Ms. Hall is seeking permission to release a wide-spread Request for Quotation for a consultant, and to put in place generic advertisements and broadcasts now to alert possible candidates of the impending search.

Brian Major moved that the Board of Selectmen approve the request from the Director of Human Resources to send out an initial broadcast for the Town Manager position and a Request for Quotations for a consultant as soon as possible with responses due by January 23, 2015. The motion was seconded by Alex Vispoli and voted 5-0 to approve.

It is important that the Board know what qualities they are looking for in a candidate. Focus Groups will be forged with community and town/school departments, a leadership profile built, along with a list of challenges the community faces. Ms. Hall has sent a salary survey to other like communities for the Board's use in considering contents of a new contract.

The Board agreed that the selection of the consultant as the most important step in the process and prefer the consultant be New England based and that the three finalists be interviewed in one night.

The Board talked about a schedule of morning meetings starting January 22nd to begin the process of determining what qualities the successor Town Manager would have. They would like to interview consultants February 5th from 7:30 A.M. to 11:00 A.M. allowing time in between for discussion and to vote on their final selection at the February 9th Regular Meeting.

Focus Groups will be held in the mornings and evenings in February. The work of the Preliminary Screening Committee would be done in March and include the development of a candidate pool. The Board of Selectmen as the decision-making body controls the entire process and decisions.

Tom Urbelis spoke about the legal aspects of the search and read the law and comments by the Attorney General. He noted that members of the Preliminary Screening Committee working in conjunction with the consultant are subject to the Open Meeting Law; however the Open Meeting Law provides there can be an Executive Session for final interviews of applicants with the final decision coming back to the Board in Open Session. The executive session is only allowed in the screening process for the Screening Committee. The main function of the consultant is to communicate to the Screening Committee what qualities the Board of Selectmen are looking for.

Adjournment

At 8:30 A.M. on a motion by Alex Vispoli and seconded by Paul Salafia, the Board of Selectmen voted 5-0 to adjourn the Special Meeting of January 9, 2015.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary